



Job Announcement

Office of the State Controller Division of Statewide Payroll

Payroll Accounting/Tax Specialist

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The successful applicant will serve at the pleasure of the State Controller and must pass a criminal background check.

Major Responsibilities:

Employee works directly under the Payroll Accounting/Tax Coordinator, and is responsible for preparing, analyzing, and completing financial documents and transactions as well as tax and payroll documents; and ensuring their compliance with laws, regulations, and policies.

Requirements:

Must maintain a consistent and reliable attendance throughout the work week. (Monday through Friday, 8am to 5pm) Some overtime may be required

Must have a good knowledge of financial record keeping methods

Must be able to provide outside agency personnel and the public with clear and concise responses to complex issues using good public relation skills

Must be able to perform assigned tasks individually and within a team environment

Must have some experience researching, interpreting, and applying regulations and laws

Bookkeeping or Garnishment Experience is preferred

Beginning Salary: \$17.50 - \$18.50 per hour

If interested please send resume' and cover letter to:

Trish Grimes, Payroll Acct/Tax Coordinator
State Controller's Office
e-mail: dsprecruiting@sco.idaho.gov

Closing Date: September 2, 2014